

A Template for Writing Measurable Objectives

What is a goal? What is an objective?

A goal is where you want to be and objectives are the steps taken to reach the goal. The following template is designed to assist you in focusing on your needs and assist you in developing objectives that are both measurable and lead towards the completion of the goal.

What are the goals of EdTech?

The goals are already established:

High Quality Professional Development,
Student Computer Literacy by the End of Eighth Grade, and
Improving Academic Achievement Through Technology
Integration.

School Division's Responses

Each school division must develop objectives to help them identify how they will meet each of those goals by designing objectives that are the means by which the goal will be met. (What needs to happen to make the goal a reality?) Think about objectives as propositions, **if** we do A **then** B will occur. Consider and identify the conditions that must be established to make the action possible.

Procedures for determining objectives

Start by brainstorming. What must occur to make the goal a reality?
What is the need? Look for solutions, conditions, criteria, and identify the stakeholders. Keep in mind, the final question, “how will you know that what you have done has made a difference in teaching and learning?” (Evaluation).

(Fill in your answers in the spaces provided)

Need	Solution(s)	Condition(s)	Criteria(s)	Stakeholder(s)

Elements of a good objective

A good objective is S.M.A.R.T.

Specific,
Measurable,
Attainable/Acceptable,
Realistic and
Tangible/Timebound."

Action Language

Use action verbs to describe your objective. Objectives require action.
Be careful to be specific. Avoid words like “appreciate” and “understand”.

Instead use words like write, describe, illustrate, compare, contrast, solve, design or demonstrate.

Establishing criteria

Determine your standard of performance. What level would you consider to be satisfactory? A rubric may prove a useful tool to guide in the determining the level of performance.

The statement of conditions outlines the conditions under which the objective will be completed. For example, using a calculator, mastery of particular software, a completed project or portfolios are examples of the statement of conditions.

Points to Consider

Before drafting the objective you might want to consider the following questions:

(Fill in your answers in the spaces provided)

1. Who needs to become involved?
2. How many people will benefit from this goal?
3. Who will benefit from this goal?
4. What needs to happen?
5. What training is needed?
6. What equipment is needed?

What conditions must be met to complete the If/Then statements (Strategies/Activities)		
Resources (which can be people and or materials)	Strategy	Budget Needed

(Fill in your answers in the spaces provided)

Procedures for determining success (Evidence of follow-up/implementation in the classroom)		
Indicators	Instruments	Measurements